

Adjutant General's Department

7/1/2013

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

<i>Open to:</i> <i>1-Present State employees of TAG Dept</i> <i>2-All State employees'</i> <i>3-Public</i>					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified Full-time	NEW Administrative Specialist Construction Facilities Maintenance Office https://www.da.ks.gov/ps/pub/reginfo.asp?id=174876	CFMO Topeka	July 26, 2013
Topeka	1,2,3	Unclassified Full-time	Planner II KS Division of Emergency Management https://www.da.ks.gov/ps/pub/reginfo.asp?id=174752	KDEM Topeka	July 8, 2013
Topeka	1,2,3	Unclassified Part-time (999 Hours)	Resource Protection Officer 999 Hours https://www.da.ks.gov/ps/pub/reginfo.asp?id=172985	JFHQ Complex Security	Open Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Administrative Specialist Construction Facility Maintenance Office

Job Summary: Full time, unclassified with benefits, state position, \$15.03 to \$20.29 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 7/26/2013.

Job Description: Employee provides support relating to all planning, architectural, engineering and construction documents. Establishes, maintains and tracks all planning and construction project files and record drawings. Reviews files for completeness in accordance with applicable federal and state law, military regulations and policies, state facility guidelines and agency standard operating procedures. Inputs and updates agency project management and planning databases and spreadsheets. Inputs, edits, and deletes projects from inception to completion. Employee facilitates the generation of project management reports that are used to substantiate funding requests at the state and national level. Provides input entries and updates to National Guard Bureau's Project Management Database for planned and ongoing projects. Assists Project Managers with its use, coordinates database issues with National Guard Bureau, assists in data input, and reviews/corrects identified errors in the database for accuracy and inconsistency.

Minimum and Preferred Qualifications: Position requires graduation from an accredited high school or equivalent. Employee must have productive experience with personal computers and at least 12 months experience with computer web application databases. Experience with Microsoft Word, Outlook and Excel is required: employee must have at least 12 months productive experience with Microsoft Excel (or similar program) and demonstrate the ability to produce informative spreadsheet or analysis products. Prefer a broad awareness of office content relating to master-planning, programming, architecture, and construction. Must have the ability to effectively communicate (both orally and in writing) information to agency leadership, military personnel, state personnel, other state agencies and commercial business. Must have the ability to read, comprehend and apply pertinent rules and regulations.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov OR contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.

Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Secret Security Clearance and obtain a Kansas Certified Emergency Manager (KCEM) Certification within 18 months of hire.

How to Apply:

The application process has 4 STEPS

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as Declaration of Employment Form, cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #174876. The Adjutant General's Department is an Equal Opportunity Employer.

Required Documents:

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (see below)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML.Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML.Upload/files/TAG%20306(1).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

Planner II

Kansas Division of Emergency Management

Job Summary: Full time, unclassified with benefits, state position, \$24.48 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 7/08/2013.

Job Description: Selected candidate will perform, but not limited to, the following duties. Carries out the resource management mission of the Division to include:

- Coordinates Kansas resource management program to include analyzing data, preparing resource gap analyses, determining existing capabilities, constructing mission sets, and preparing appropriate plans, reports, and briefings.
- Manages a state wide resource management and credentialing system in coordination with key stakeholders.
- Develops and administers a resource program to obtain and maintain equipment, supplies, and services that are typically requested during disaster/emergencies.
- Coordinates with County Emergency Management programs, state and federal agencies, private industry, and other key stakeholders on issues related to resource management.
- Provides training and other necessary support to County Emergency Management programs to develop resource management strategies.
- Serves in planning and logistical roles during State Emergency Operations Center activation.
- Interprets federal guidelines, regulations and policies that impact resource management planning.
- Responsible for development and project management using a variety of federal grant streams.
- Functions in various roles during situations requiring response under the Incident Command System (ICS) in accordance with the National Incident Management System (NIMS).

Minimum and Preferred Qualifications: Position requires four (4) years of experience in emergency management, logistics management or closely related field. A degree in emergency management, public administration, or closely related field may substitute for two (2) years experience. STRONG PREFERENCE will be given to candidates with local emergency management or local resource management experience.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Secret Security Clearance and obtain a Kansas Certified Emergency Manager (KCEM) Certification within 18 months of hire.

How to Apply:

The application process has 4 STEPS

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

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STEP 4: Submit additional documents such as Declaration of Employment Form, cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #174752. The Adjutant General's Department is an Equal Opportunity Employer.

Required Documents:

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (see below)
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(1).pdf) (Must be received prior to the closing date of the job posting.)
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Janice Harper, janice.l.harper5.nfg@mail.mil

Resource Protection Officer – 999 Hour Position Joint Forces Headquarters Complex Security, Topeka, KS

Requisition # 172985 – Open until Filled. Part time, 999 hours per year position, unclassified with NO benefits, state position, \$13.61 per hour. Work schedule to be determined.

Job Description: The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

Minimum and Preferred Qualifications: High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. (Applicants must designate armed security on employment application.) Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #172985. The Adjutant General's Department is an Equal Opportunity Employer.

Required Documents:

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application and must be received prior to the closing date of the job posting.)
- Kansas Tax Clearance Certificate (Must be received within two business days after the job post closing.)

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(1).pdf) (Must be received prior to the closing date of the job posting.)
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Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

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